

## Chapter Five BIDDING

### 5.01 INITIATING BID PHASE

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- A. The Designer shall endeavor to obtain bids for the Owner** following the Owner's approval of the Bidding Documents, and to assist in awarding and preparing construction contracts. State Building Commission practice is to solicit competitive sealed bids from no less than three (3) bidders; thus, the Designer should endeavor that no less than 3 bids are submitted.
- B. Time, Date, and Place of Bid Openings** will be established by Real Property Administration through the RPA Bidding Administrator. Place for bid opening is normally determined by bidding region:
1. Six bidding regions have been established within the state. Each has a standard bid opening location for receipt and opening of bids for the projects located in the region.
  2. Maps of the regions and the bid opening locations are provided beginning at page 5.10.
  3. Single construction contracts involving multiple sites in different regions will be assigned to one of the regional locations.
  4. RPA may elect to receive bids and conduct the bid opening at the Project site or Designer's office.
- C. Notification to Designer:**
1. When a Bid Date is established, the RPA Bidding Administrator will send the Designer formal written notification with formal Bid Envelopes. Unofficial notification may also be passed along via phone call from RPA or the User Agency.
  2. The Designer should discuss with the Owner the remaining aspects of the Work, the Bidding Documents, and the Bidding Phase, which may still require particular attention, as soon as possible, prior to placing advertisement or ordering final printing.
- D. Policy on Reimbursable Printing Costs:**
1. Except as pre-approved below, obtain Owner's approval for printing costs in accordance with the Owner/Designer Agreement. Without prior approval, the maximum that will be reimbursed for reproduction of Bidding Documents, in-house or by others, is limited to a total cost below \$1,000.00 for not more than 30 sets at unit costs not exceeding the following:

Blue/Black Line prints	11 cents / square foot
Project Manual	6 cents / sheet double-sided
Project Manual	4 cents / page single sided (only if single sided printing has been pre-approved)
AIA Documents	actual cost
Cover & Binding	\$2.50 per set

2. Postage, delivery, and other handling costs will not be reimbursed.



### A. Public Advertisement for Bids:

1. **RPA is responsible for placing an advertisement for bids** in the "Legal" classification of appropriate newspapers, when advertising is required.
2. If the Maximum Allowable Construction Cost exceeds \$50,000, an Advertisement for Bids shall be published normally once approximately four (4) weeks prior to the bid date in at least one newspaper having circulation in the area. The advertisement shall normally run on a Wednesday.

### B. Document Distribution:

1. **Provide two (2) complete sets directly to RPA Bidding Administrator** as soon as Bidding Documents are available, in addition to any other sets provided to the Owner. Include an additional set for each if project includes a Scheduling Agent and/or Commissioning Agent.
2. **Provide Bidding Documents to approved plan houses** (See page 4.05) Also, the State of Tennessee Governors Office of Diversity Business Enterprise (GoDBE) provides similar "plan room" type services, and a representative may be in contact to request information about the project and a Bid Document set. If contacted, cooperate fully with their requests.
3. **Provide "Bidders of Record" a Bid Pack** consisting of a complete set of Bidding Documents, a Bid Form identical to that in the Project Manual, and Bid Envelope, in accordance with Project Manual *Instructions to Bidders* - paragraph 1.1.

### C. Information Available to Bidders:

1. *Information Available to Bidders* consists of information outside of the Bidding and Contract Documents which is available for review by prospective bidders, such as preliminary scheduling data, geotechnical data, and the like.
2. Reference in Project Manual:
  - a. Such information should not be released unless it is identified in the Bidding Requirements of the Project Manual, as described on page 4.06.
  - b. When such information exists but the Project Manual does not include the appropriate acknowledgment, add these to the Bidding Documents by addendum prior to entertaining any requests by bidders to see such information.
3. **Procedure for dissemination:**
  - a. By prior arrangement with the Owner, information may be available for inspection by appointment, it may be disseminated free of charge in Bid Packs or on request, or copies may be sold at cost.
  - b. It is not necessary to obtain signed waiver forms. A waiver has been included in the Bid Form.
  - c. Limit conversations with bidders requesting to see such information to the business of providing and identifying the information. Do not interpret the information, as such may confer special knowledge and be contrary to the competitive process.



**A. Pre-Bid Conference:**

1. A Pre-Bid Conference will be held unless expressly waived by RPA. Consult with RPA to establish time, place and requirements. Notify Bidders and other official plan-holders, in writing, of time and place of conference.
2. **Suggested agenda for a Pre-Bid Conference:**
  - a. Introduction of attending Owner and Designer Representatives.
  - b. Confirm that Bidders have full Bid Pack and addenda to-date.
  - c. Advise that no changes are binding unless in writing.
  - d. Review sequence & timetable for questions & addenda.
  - e. Review proper bid submittal requirements (ex: listing subcontractors.)
  - f. Confirm bid date and place.
  - g. Remind bidders that conditional or qualified bids are unacceptable.
  - h. Express the State's emphasis for diversity in its contractual relationships.
  - i. Review briefly the scope of work and Contract Time.
  - j. If Unit Prices or Allowances are included, discuss their purpose and use.
  - k. Tour the site and take questions.

**B. Diversity in State Contracts:**

1. The State of Tennessee has established policy to give emphasis to diversity in its contractual relationships. This policy is to achieve a more reflective marketplace of the community within this state. Bidders who support and exhibit diversity within their organization and contracts are assisting the State in achieving this policy goal.
2. The Designer is to assist the Owner in emphasizing the State of Tennessee's policy toward diversity whenever possible. The above statement may be used by the Designer at the Pre-Bid Conference as a means to express this policy.

**C. Addenda and Modifications:**

1. Make needed interpretations, clarifications, or changes to the Bidding Documents by means of addenda, preferably prepared according to CSI format. Addenda shall:
  - a. Be identified by a sequential number and date;
  - b. identify the project by its full title, including the SBC or RPA project number;
  - c. identify the Designer as source, and be signed and sealed by Designer of Record;
  - d. include an appropriate introductory statement, identifying the previously issued Bidding Documents by date, and instructing bidders to acknowledge receiving the addendum on the Bid Form; and,
  - e. be self-descriptive as to number of pages and attachments.
2. Provide addenda concurrently to RPA Bidding Administrator (minimum **2-copies**), the User Agency, plan houses, and Bidders of Record.

**D. Presiding Official for bid opening:**

1. **The Designer will act as the presiding official** at bid openings unless otherwise approved by RPA. The presiding official is responsible for the bid opening; including all preparations, its smooth conduct, making a proper record, and associated actions delegated to others.
2. **Arrive early** (preferably one-half hour) to take command of the proceedings.
  - a. **Check in with the Location Coordinator**, who will have bids that have arrived by mail, and turns them over to the Designer at this time. Bids are officially "received" by the Designer at the bid opening location.
  - b. **Establish "official timepiece"** for use in closing receipt of bids, and verify accuracy of time shown. It is advisable to set the time 1 or 2 minutes slow, so having the assurance that the time is not fast.



## 5.04 BID TABULATION PREPARATION

**A. Prepare a Bid Tab prior to the bid opening.** A standard bid tabulation abstract form (Bid Tab) is to be used to record the apparent results of a bid opening. The Bid Tab form is provided in Appendix 1 - *Administrative Forms*.

1. Have a sufficient number of copies of the preliminary Bid Tab form to accommodate participants and spectators.
2. Write the Target and MACC for the project on only the Bid Tab copy used for the official record of results, and keep it secure so that these are not revealed until after close of receiving bids, and only then if alternates are used (See page 5.06).

**B. Bid Tab Preparation:**

by filling in:

[1] General Information

- [1a] Bid opening location (city)
- [1d] Page number of total pages
- [1e] Number of addenda issued
- [1f] Contract Time in calendar days
- [1g] Liquidated Damages amount

[2] Bid Tab Identification

- [2a] Project Title & Project No.
- [2b] Deadline time and date

[3] Bidders of Record

- [3a] Names alphabetically & city

[7] Bid abstract

Divide into columns as needed

- [7a] Headings

[9] Owner's Representatives

- [9a] Designer firm name
- [9b] User Agency name

**Do NOT fill in:**

See note below

- [1b] Target
- [1c] M.A.C.C.

NOTE: The amounts for the project Target and MACC should be filled in only after any copies for spectators have been made. These figures are not to be released prior to the scheduled opening of bids.

BID TAB CPM Jan 97 Std	Page of	Addenda Issued: <b>(1e)</b>	Contract Time: <b>(1f)</b>	Liquidated Damages: <b>(1g)</b>	C A M S	Subcontractors	Plmb HVAC Elec Plmb
	Bids opened in: <b>(1a)</b>						
Pursuant to the invitations to Bid for ... <b>(2a)</b>		bids and modifications must have been received here by ... <b>(2b)</b>			I thus declare the bidding closed and will now proceed to open and read the bids and modifications received. <b>(7a)</b>		
Designer represented by: <b>(9a)</b>		Owner Agency represented by: <b>(9b)</b>			Bid opening conducted by:		



**A. Receiving Bids:**

1. **Verify the completeness and correctness of the Project information** required on the Bid Envelope, such that it provides sufficient assurance that the bid is for the correct project and the correct bid opening:
  - a. Correct Project Title & Number, and Designer.
  - b. Correct Time & Date.
2. **Verify the completeness of the Bidder information** required on the Bid Envelope, checking that all appropriate spaces are filled in, and in accordance with the instructions on the bid envelope: (Verification of the *accuracy* and *correctness* of bidder information in order to open the bid is not required. These can and shall be verified *after* the bid opening.)
  - a. Bidder Name & Address.
  - b. Bidder License Number, Classification(s) & Expiration Date, plus Dollar Limit.
    - *Exception-* if bidder license information is blank, or "Bidder unlicensed" is circled, then it may be assumed that the bid is less than \$25,000.00 and the bid may be opened; thereafter, its validity for consideration shall be verified.
    - *Exception-* if the line for bidder's license dollar limit is blank, then this may be considered as a waivable informality.
  - c. Plumbing, HVAC, and Electrical Subcontractor Name, License Number, Classification & Expiration Date.
    - *Exception-* if a line(s) for listing subcontractor is blank and the trade is not applicable to the project, as determined by the Designer, then this may be considered as a waivable informality.
    - *Exception-* if subcontractor(s) name only is listed and the license information is blank or incomplete, then it may be assumed that the subcontractor(s) bid is less than \$25,000.00 and the bid may be opened; thereafter, its validity for consideration shall be verified.

Regardless of the dollar value of the Plumbing, HVAC, or Electrical work, if any or all of those classifications are involved in the Work, then the name of all who is to perform the work, whether subcontractor(s) or general contractor must be listed.
3. **If there is a question or doubt about receiving and opening a bid** being submitted, it is best to receive the bid, and retain it unopened until the issue has been resolved. Final resolution shall be made only after consultation with RPA Bidding Administrator.
4. **Once the Bid Envelope is officially received:**
  - a. Record the time and date of receipt, and initial it, on the Bid Envelope.
  - b. If it appears properly completed then sign in the space provided at the bottom of the envelope. No Bid Envelope should be opened if not so approved.
  - c. Keep Bid Envelope and its contents secure, and do not return it to the bidder.

**B. Receiving a modification or request to withdraw** prior to the Bid Opening deadline:

1. Check that it complies with Instructions to Bidders paragraph 12.1 and record the time and date of receipt and who received it on its face. Keep it secure with the Bid Envelope. Do not return a withdrawn bid at this time, nor open it in the Bid Opening.
2. A modification(s) written on the face of the Bid Envelope, with appropriate binding signature, is acceptable if made prior to submittal. However, once Bid Envelope has been officially received, then a modification must be submitted as a separate document.



- A. At the appointed time** and place, announce the project title, the close of bidding, and the commencement to opening bids. **If alternates are a part of the bids, announce the Bid Target.**
- B. Proceed to open and record bids.** Take bids in order as listed on Bid Tab, with unlisted bidders added last.
- 1. Bid Envelope:**
    - a. Announce name of Bidder (and city if not listed on prepared Bid Tab.)
    - b. Announce license number.
    - c. Announce listed subcontractors.
  - 2. Bid Form:**
    - a. Announce whether Contract Crime Statement is filled in.
    - b. Announce whether Minority Statement is filled in.
    - c. Announce which, if any, addenda are acknowledged.
  - 3. Bid Security:** (A 5% Bid Security is required.)
    - a. See if obligee/payee is "State of Tennessee" and guarantee/amount is 5% of bid (including alternates).
    - b. If a check, it must be certified or cashier's.
    - c. If a Bid Bond, it should:
      - 1) identify project, principal and Surety;
      - 2) be signed by principal and Surety; and,
      - 3) have certified and current power-of-attorney attached from the correct Surety, empowering the signing attorney-in-fact, and declaring no limitations which affect the bid.
    - d. Announce the form and amount, or omission, of Bid Security, and any observed irregularities.
  - 4. Bid Form:**
    - a. Check unit prices and bid breakdown, if required, and announce apparent completeness or incompleteness.
    - b. Announce amounts for Base Bid and alternates as given in words and in figures. In the case of modified bids, announce original amount, amount of modification, and resultant amount.
- C. Other Bid Tab notations:**
1. List "No Response" for any Bidder of Record not bidding.
  2. List "Withdrawn" for any Bidder having requested to withdraw.
  3. Make a brief note regarding extra enclosures, notations or qualifications to a bid or bond, defects, discrepancies, or irregularities, if any or any other notations as needed.
- D. After bids have been opened** and recorded:
1. Announce: "Bids will be taken under advisement and their disposition determined later."
  2. Make no statements as to implications or results of apparent non-conformance.
  3. **Obtain participant signatures.** If the same person is to sign more than once, a single signature and subsequent initialing is sufficient.



## 5.07 COMPLETING THE BID TAB

by filling in during bid opening:

- [3] Bidders of Record
  - [3a] Name and city (\*)
  - [3b] License number (\*)
- [4] Contract Crime Statement
  - Y** if "yes"
  - N** if "no"
  - NFI** if not filled in
- [5] Addenda Acknowledgment
  - Indicate all by check mark
  - Indicate fewer individually
- [6] Minority Classification Statement
  - Y** if "yes"
  - N** if "no"
  - NFI** if not filled in
- [7] Bid Security
  - B** if Bid Bond
  - C** if proper check
  - \*** for other notation
- [8] Bid Abstract
  - [8b] Amounts, etc.
- [9] Subcontractors (\*)
  - Plumbing, HVAC, Electrical
- [10] Participant Signatures
  - Designer
  - Owner
  - Presiding Official.

(\*):

### Note spaces [3a], [3b], & [9]:

Bidder's name, license number, and subcontractors may be filled in prior to opening of bids, as this information is evident on the Bid Envelope.

### Note item [3b]:

Licensing may not be required for jobs under \$25,000; so, if not filled in, show "NFI".

### Note item [7b]:

In example, column headed "UP" indicates that response was given to all unit prices.

<b>BID TAB</b> CPM Jan 97 Std <b>Bids opened in:</b> Nashville <b>Target:</b> <b>M.A.C.C.</b>	Page 1 of 1	Addenda Issued: 2	Contract Time: 120	Liquidated Damages: 300	Pursuant to the invitations to Bid for ...  bids and modifications must have been received here by ...  I thus declare the bidding closed and will now proceed to open and read the bids and modifications received.	Designer represented by:  Owner Agency represented by: <b>10</b>  Bid opening conducted by:	Subcontractors  Plmb HVAC <b>9</b> Elec Plmb
	<b>BASE BID</b>						
<b>Bidder of Record</b> name, city, license number	C <b>4</b>	A <b>5</b>	M <b>6</b>	S <b>7</b>	<b>8b</b>		
---	<b>3b</b>						



# 5.08 ILLUSTRATION OF COMPLETED BID TAB

<b>BID TAB</b> CFM Jan 97 Std		Page 1 of 1		Pursuant to the invitations to Bid for ... Museum Addition Green Acres State Park Hootersville, Tennessee SBC Project No. 126/099-02-98B bids and modifications must have been received here by ... 1:30 pm CST January 16, 1997 Wednesday I thus declare the bidding closed and will now proceed to open and read the bids and modifications received.				Designer represented by: <i>Archie Tekk</i> Owner Agency represented by: <i>U.B. Franklin</i> Bid opening conducted by: <i>A.T.</i>			
Bids opened in: Jackson		Addenda Issued: 2		Contract Time: 120		Liquidated Damages: 300					
Target: 330,000											
M.A.C.C. 350,000											
Bidder of Record name, city, license number		C	A	M	S	BASE BID	Alt # 1 Radio Tower	Alt # 2 Garage Bay	UP	Other Notations	Subcontractors
Robyn Bide Constr. Co. Nashville, Tenn.   91001		N	✓		B	308,000	23,000	17,000	✓		Plmb J.C. Plumbing HVAC Dees Mechanical Elec Landrum Electrical
Slim Charns Constr. Co. Nashville, Tenn.   91002		N	✓	✓	B *	302,800	25,000	19,500	✓	* bidder did not sign bid bond	Plmb Harder Mechanical HVAC Harder Mechanical Elec Smith Electrical
Maik & Akilian Constr. Co. Nashville, Tenn.   90002		N	✓	✓	B	304,500	22,000	20,500	✓		Plmb Wester & Mann Mech HVAC Wester & Mann Mech Elec Steven Electrical
O.H. & P. Constr. Co. Nashville, Tenn.   91000										no response	Plmb HVAC Elec
Raymon Constr. Co. Nashville, Tenn.   91102		N	✓	✓	B	310,000	20,000	16,500	✓		Plmb Marr Mechanical HVAC Marr Mechanical Elec Richards Electrical
											Plmb HVAC Elec
											Plmb HVAC Elec





**A. Communicate apparent results:**

1. **Notify RPA Bidding Administrator** of apparent results in person, by FAX, or by phone (See page 1.03 for numbers) before end of day (4:30 PM Central Time). Deliver or transmit bids and Bid Tab to Bidding Administrator by next working day. Express mail or common courier charges for this are reimbursable. Bidding Administrator will review original bid material, and forward bids to Contracting Agency with copy of Bid Tab.
2. **Notify appropriate plan rooms** and trade organizations of 'apparent results', subject to further review of bids and determination of low bidder.

**B. Make an evaluation of the results**, including verification of the *accuracy* and *correctness* of bidder information, and provide a written recommendation to the Contracting Agency as to the appropriate disposition of bids as defined by the Bidding Documents as soon as practicable. A copy of such correspondence should be directed to the RPA Bidding Administrator.**C. Tie Bids:**

1. **Definition:**  
A "tie bid" exists when two or more responsive bids submitted by responsible bidders are evaluated as equal and lower than all other bids (if any) for base bid plus alternates (if any) considered in order up to, but not to exceed the Bid Target.
2. **Resolution (See *Instructions to Bidders* 14.4):**  
Designer should not attempt to resolve a tie bid situation at the bid opening. Refer this matter to the RPA Bidding Administrator. If chance is to rule, each tying bidder will be invited to send a representative to witness coin toss conducted at RPA by the Bidding Administrator.

**D. Award of Contract:** The Owner/Contractor Agreement form and related documents will be prepared and presented to the proposed Contractor by RPA, received back, reviewed, and once in good order and ready for execution, processed through the appropriate State agencies.**E. Forfeiture of Plan Deposit:**

1. If the successful bidder fails to return documents, hold the deposit until a contract is awarded, and then return the deposit. The successful bidder is not required to forfeit the plan deposit.
2. Should any other bidder fail to comply with requirements stated in the *Instructions to Bidders* for return of deposit, write a short letter stating the fault to the RPA Bidding Administrator, and enclose the check. Send a copy of the letter to the bidder.

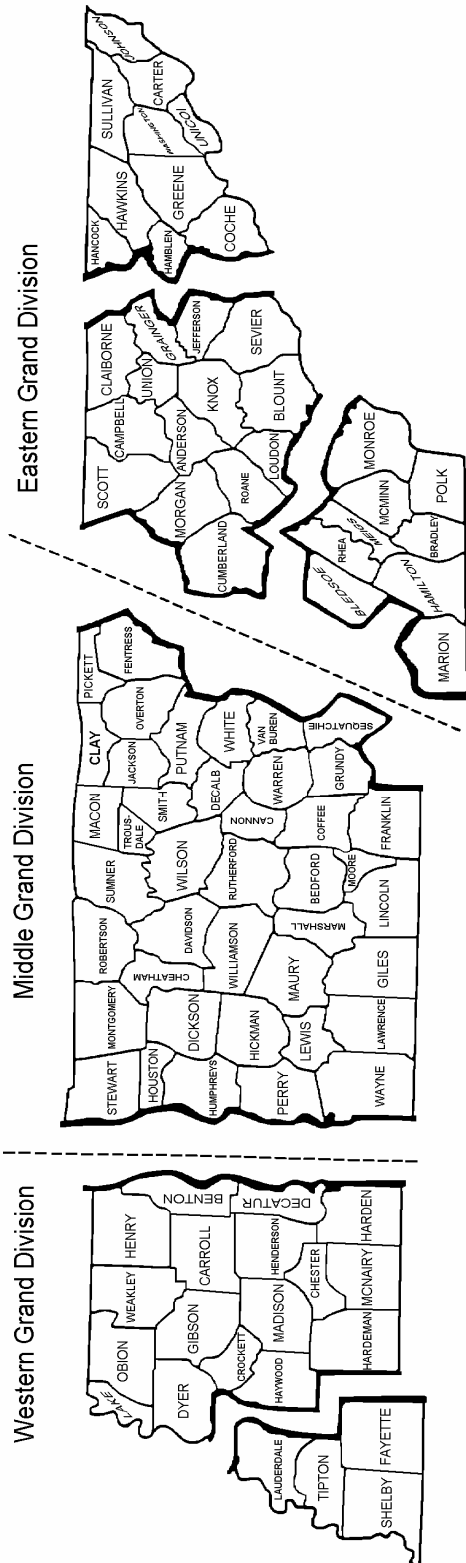
<b>CHAPTER 5 END</b>
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*Maps of Bidding Locations  
follow...*



## 5.10 MAP OF BIDDING REGIONS

Individual maps to each location follow in order



## TRI-CITIES REGION

Bids normally opened on  
**Tuesday**

## KNOXVILLE REGION

Bids normally opened on  
**Wednesday**

## CHATTANOOGA REGION

Bids normally opened on  
**Thursday**

## NASHVILLE REGION

Bids normally opened on  
**Tuesday** and  
**Thursday**

## JACKSON REGION

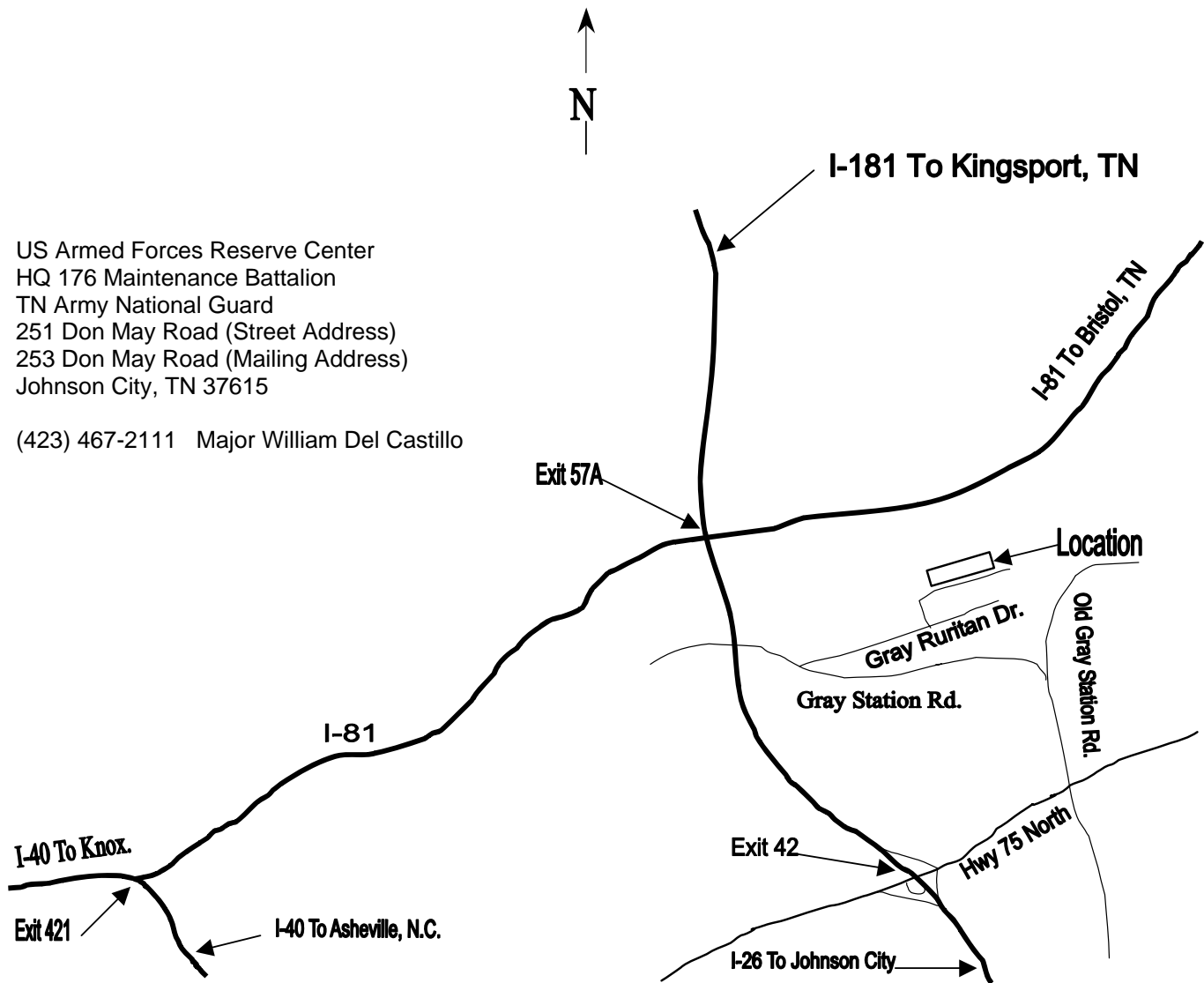
Bids normally opened on  
**Wednesday**

## MEMPHIS REGION

Bids normally opened on  
**Thursday**



**TRI-CITIES REGION** map to the bid opening location



**Suggested route from Knoxville:**

Take I-40 East to exit 421 onto I-81 North.

Take I-81 North to exit 57A onto I-26 South toward Johnson City.

Take exit 42 Hwy 75, Gray, at the end of the loop ramp turn right on Hwy 75 North (toward Gray and Airport).

Turn left at the 2<sup>nd</sup> traffic light onto OLD GRAY STATION ROAD, (this is old Hwy 75 North, to the Fairgrounds).

Approx. 0.5 miles turn left onto GRAY STATION ROAD.

Approx. 0.5 miles turn right onto GRAY RURITAN DRIVE, (the Gray Volunteer Fire Dept. will be on the left).

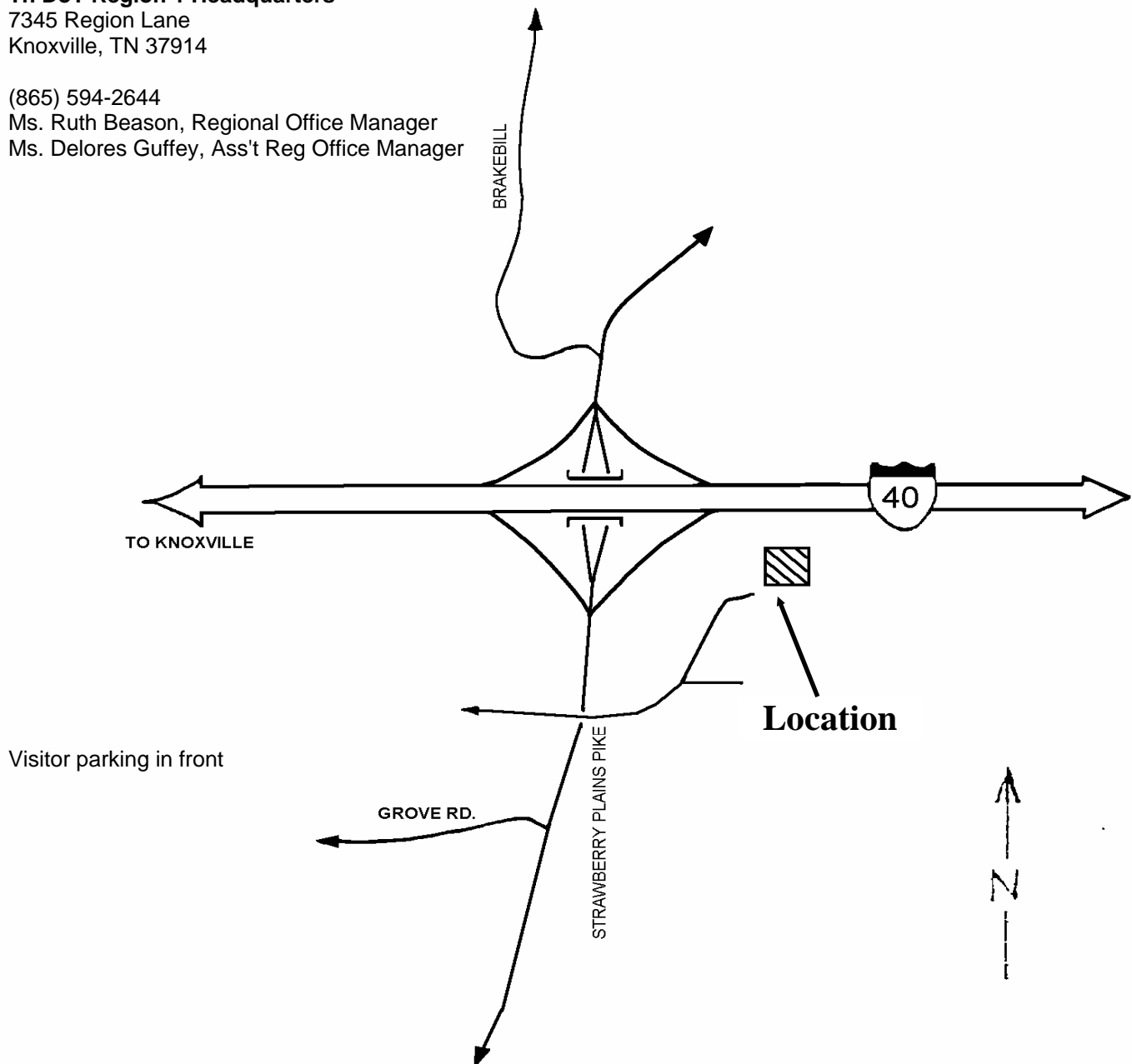
Go about 200 yards turn left to the US ARMED FORCES RESERVE CENTER (on the hill).

**Tn DoT Region 1 Headquarters**

7345 Region Lane  
Knoxville, TN 37914

(865) 594-2644

Ms. Ruth Beason, Regional Office Manager  
Ms. Delores Guffey, Ass't Reg Office Manager



Visitor parking in front

**Suggested route from West of Knoxville:**

From I-40 Eastbound take Strawberry Plains Pike Exit 398

Go South ( right ) at the end of the ramp.

At the first Intersection turn East ( left ) almost immediately after exiting ramp.

## CHATTANOOGA REGION map to the bid opening location

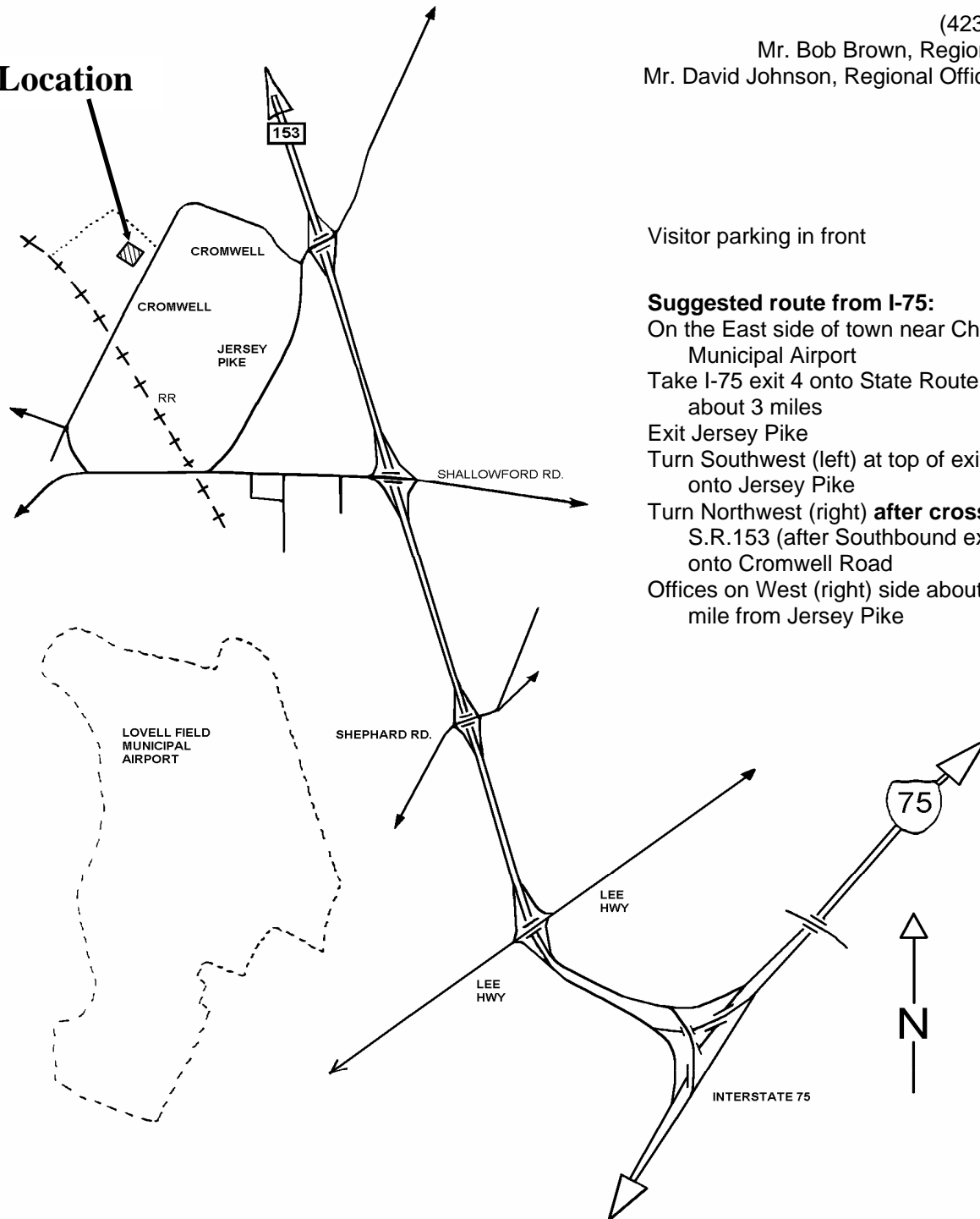
### Tn DoT Region 2 Headquarters

Bureau of Operations Building  
4005 Cromwell Road  
Chattanooga, TN 37421

(423) 892-3430

Mr. Bob Brown, Regional Director  
Mr. David Johnson, Regional Office Manager

### Location



Visitor parking in front

### Suggested route from I-75:

On the East side of town near Chattanooga  
Municipal Airport  
Take I-75 exit 4 onto State Route 153 North  
about 3 miles  
Exit Jersey Pike  
Turn Southwest (left) at top of exit ramp  
onto Jersey Pike  
Turn Northwest (right) **after crossing**  
S.R.153 (after Southbound exit ramp)  
onto Cromwell Road  
Offices on West (right) side about 8/10ths  
mile from Jersey Pike

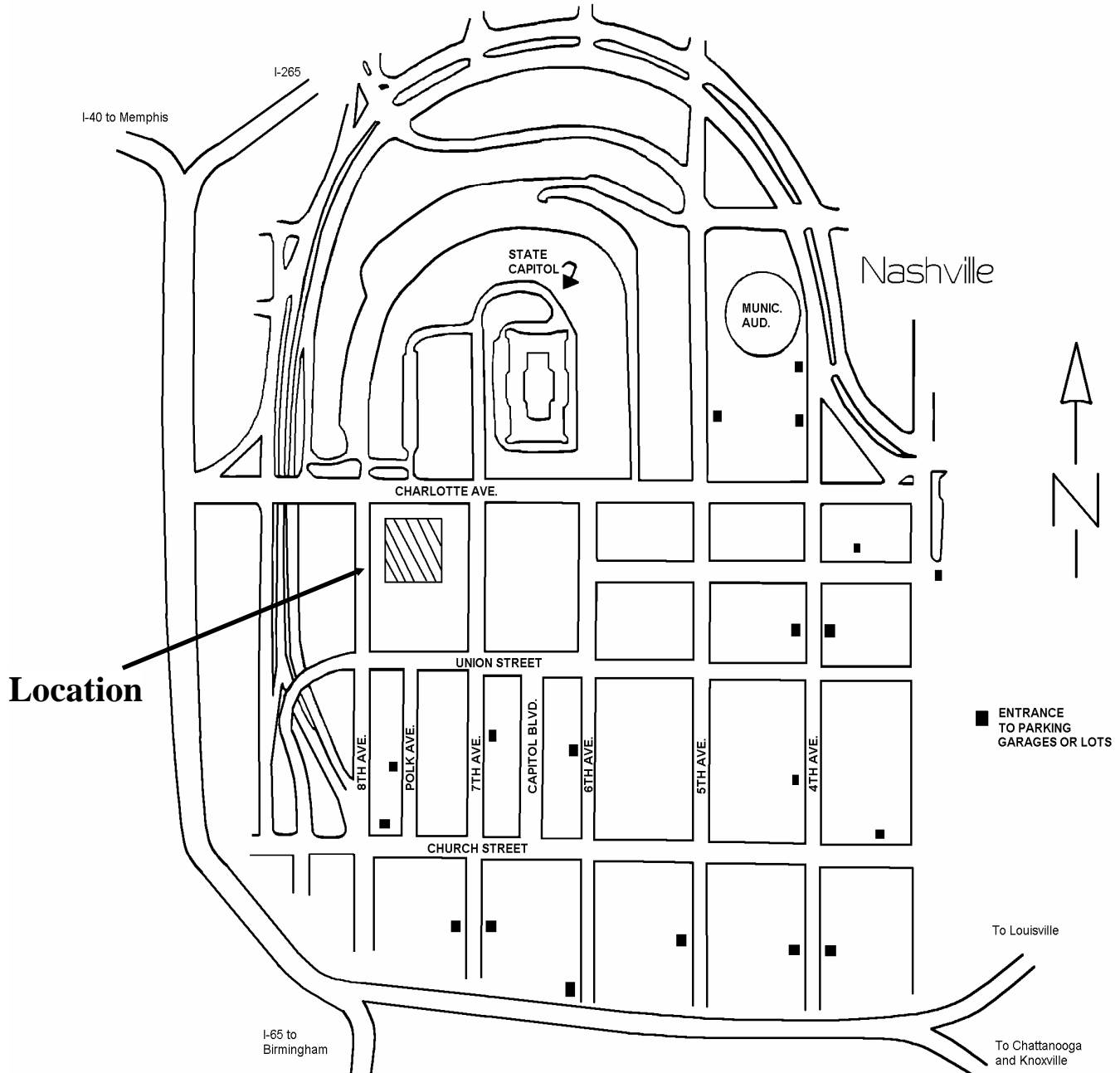


**William R. Snodgrass Tennessee Tower**  
Conference Center North, Robertson Room  
3<sup>rd</sup> Floor, 312 Eighth Avenue North  
Nashville, TN 37243

NOTE: Parking is difficult to find, access into the building is restricted to the 7th Avenue 3<sup>rd</sup> Floor entry, and visitors must sign in at the security desk; so allow for plenty of time for arrival.

(615) 741-2315

**Ms. Penny Stafford**, Bidding Administrator



## JACKSON REGION map to the bid opening location

### Tn DoT Region 4 Headquarters

300 BenchMark Place  
Jackson, TN 38301

(731) 935-0162

Mr. Johnny Utley, Regional Office Manager

Ms. Peggy Anderson, Ass't Reg. Office Manager



Visitor parking in front

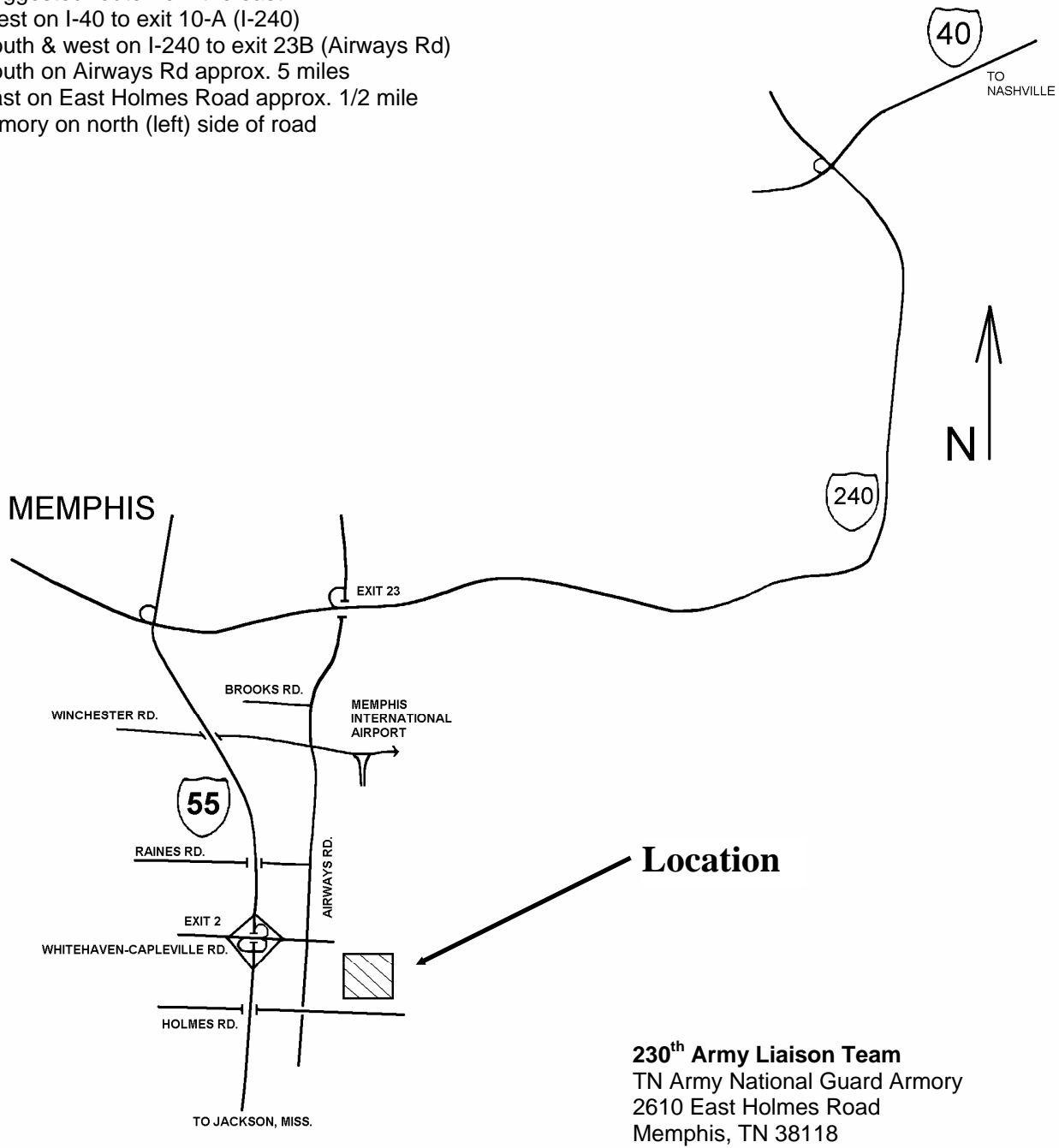
#### **Suggested route from I-40:**

Take I-40 exit 76 onto State Route 223 Southbound.

Turn East (left) onto Lower Brownsville Rd.

Turn East (left) off of Lower Brownsville Rd to TN Dot

Suggested route from the east:  
 West on I-40 to exit 10-A (I-240)  
 South & west on I-240 to exit 23B (Airways Rd)  
 South on Airways Rd approx. 5 miles  
 East on East Holmes Road approx. 1/2 mile  
 Armory on north (left) side of road



**230<sup>th</sup> Army Liaison Team**  
 TN Army National Guard Armory  
 2610 East Holmes Road  
 Memphis, TN 38118

(901) 543-7638 **Captain Steven Cox**